



## DEPARTMENT OF THE NAVY

NAVY MEDICINE EAST  
620 JOHN PAUL JONES CIRCLE  
PORTSMOUTH, VIRGINIA 23708-2106

NAVMEDEASTINST 5530.1D

M1A

4 Jan 08

### NAVY MEDICINE EAST INSTRUCTION 5530.1D

Subj: BOMB THREATS, LETTER AND PACKAGE BOMB PROCEDURES

Ref: (a) OPNAVINST 3100.6G

Encl: (1) Telephonic Threat Complaint Form, OPNAV 5527/8  
(2) Checklist for Suspicious Letters and Packages

1. Purpose. To publish bomb threat, letter, and package bomb policy and guidance per reference (a).

2. Cancellation. HLTHCARESUPPONORINST 5530.1C

3. Background

a. Worldwide terrorism is on the rise and telephonic bomb threats will occur throughout the United States. Although most calls are apparent hoaxes intended to disrupt routine operations, an alarming proportion of these threats have reported the placement of explosives to cause destruction of facilities, and the death or maiming of nearby personnel. Governmental and municipal establishments continue to serve as prime targets, although schools, churches, hospitals, airports, and bus terminals are viable terrorist targets for revenge or intimidation.

b. Terrorists have frequently used homemade explosive devices or Improvised Explosive Devices (IEDs) to carry out attacks against DoD personnel, facilities, and assets. IEDs can be large (vehicle bomb) or small (package, envelope, briefcase, purse, etc.), and are designed to be transported to the site of attack in components, quickly assembled, and detonated after the bomber has fled the area. Such design concepts and employment techniques make detection more difficult and provide for the personal safety of the terrorists.

c. Effective patrolling, vigilance and frequent checks in and around office spaces increase the prospect of discovering a suspicious device and project a positive security image. When information is received that a bomb has been placed in or around Navy Medicine East (NME) office spaces, a potentially dangerous situation is imminent. Bomb Threats must be given serious

consideration and managed as if an explosive device has been positioned until competent authority has determined that the situation is a hoax. All necessary precautions must be taken to assure the safety of NME staff members and guests during the entire period of imminent danger.

#### 4. Definitions

a. Bomb. Any device that can damage material and/or cause injury or death to personnel when detonated or ignited.

1) Bombs are classified as explosive or incendiary.

(a) An explosive bomb causes damage by fragmentation, heat, and blast wave. The heat produced often causes a secondary incendiary effect.

(b) An incendiary bomb generates fire and heat without a substantial explosion when ignited.

b. Bomb Threat. Any communication, warning, or claim that the presence of one or more bombs may have been placed in the NME office spaces or on the NAVMEDCEN compound.

c. Bomb Scare. Any indication that a bomb has been placed, whether visual, oral, written, or suspicion.

5. Action. To avoid the possibility of loss of life and/or damage, it must not be assumed that any bomb threat is a hoax. Major disruptions to normal operations are not desired, but each threat must be treated seriously. All bomb threats will receive immediate attention. Positive action will be taken in accordance with procedures outlined. In order to make the most effective and timely use of these procedures, it is imperative that all personnel be familiar with the contents of this instruction.

a. Persons receiving the call/warning/threat/etc. will:

(1) Attempt to obtain as much information as possible about the bomb and the caller. Use the Telephonic Threat Complaint Form, OPNAV 5527/8 (enclosure (1)), as a guide and record. While you are still on the telephone line with the caller, have someone notify the Security Department either by phone or in person. Stay on the telephone line as long as

possible with the caller, asking as many of the questions listed in enclosure (1) as possible.

(2) Upon completion of the call, immediately notify the Security Department (ext. 3-5224/5) to provide all the information obtained regarding the threat.

(3) Notify the Chief of Staff (3-0421), Command Physical Security Officer (3-0432), your chain of command, and the NAVMEDCEN Quarterdeck (3-5008). Provide notice throughout the command to evacuate the building only if directed by the Security Watch Commander.

(4) If you see a suspicious package or explosive device, notify the Chief of Staff (3-0421), Command Physical Security Officer (3-0432), and the NAVMEDCEN Quarterdeck (3-5008). Post a guard to keep personnel out of the area, do not touch or allow anyone to move the package, clear the area of all personnel and guard the area until relieved by security personnel. Enclosure (2) provides descriptive characteristics of suspicious letters and packages.

b. The Physical Security Officer/Assistant Physical Security Officer will:

(1) Notify the Chief of Staff or the senior individual in charge who will initiate increased security precautions (i.e., direct initiation of a search of the threatened area for explosive devices and/or suspicious looking objects and deny building access to unauthorized personnel).

(2) Notify the NAVMEDCEN Physical Security Officer/Watch Commander.

(3) Notify directorates.

(4) Provide escort for law enforcement personnel.

(5) Designate person(s) to perform search of NME office spaces.

c. Deputy Chiefs of Staff will:

(1) Notify their personnel to perform a search of their office spaces and surrounding areas (including restrooms and

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hallways).

(2) When directed by the Chief of Staff or the Physical Security Officer, ensure all personnel search areas that they control.

(3) Ensure that all search personnel are alert to suspicious or unusual items. If an individual discovers a suspicious package/item, the object must be considered to be dangerous and should not be touched or moved. Secure the area and notify security immediately. Stand by until law enforcement officials arrive.

(4) Ensure personnel limit their traveling about the command to that which is absolutely necessary, which will aid the law enforcement personnel in performance of their work.

(5) Ensure that personnel evacuate according to procedure, when evacuation is required, and ensure that handicapped employees are provided appropriate assistance.

d. If evacuation is necessary, employees will:

(1) Abstain from carrying any packages, bags, briefcases or boxes with them.

(2) Exit the building in the same manner as they would for a fire.

(3) Proceed to the evacuation muster area located on the grassy area in front of the parking garage structure facing the front of the NAVMEDCEN Effingham Street main gate.

f. During a building search, additional assets may be brought into search the building prior to an evacuation. If military working dogs are brought in to assist and search for a suspicious package, personnel are cautioned:

(1) DO NOT attempt to pet or gain the attention of military working dogs brought into the command.

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(2) Be courteous at all times to law enforcement personnel, provide information requested, and follow their instructions -- law enforcement personnel are in charge of all emergency situations!

A handwritten signature in cursive script, reading "Peter F. O'Connor". The signature is written in black ink and is positioned above the printed name.

PETER. F. O'CONNOR

Distribution: (NAVMEDEASTINST 5216.1)  
List A

<b>DEPARTMENT OF THE NAVY</b> <b>TELEPHONIC THREAT COMPLAINT</b>		<b>IF BOMB THREAT, ASK THE CALLER</b> ● WHEN IS THE BOMB TO GO OFF? ● WHERE IS THE BOMB TO GO OFF? ● WHAT KIND OF BOMB IS IT? ● WHAT DOES THE BOMB LOOK LIKE? ● WHERE ARE YOU CALLING FROM?
<b>1. COMMAND</b> a. Name & Address _____ b. Phone No. _____		
<b>2. COMPLAINANT</b> a. Name _____		
<b>3. PERSON RECEIVING CALL</b> a. Name _____ b. Date & Place of Birth _____ c. Command Name & Address _____ d. Phone Number (Work) _____ (Home) _____		
<b>4. TELEPHONE CALL RECEIVED ON</b> a. Phone Number (include area code) _____ b. Location _____ c. Please number listed in "X" all that apply: <input type="checkbox"/> Command Directory <input type="checkbox"/> Base Directory <input type="checkbox"/> Local Directory <input type="checkbox"/> Unlisted <input type="checkbox"/> Other (List) _____		
<b>5. DETAILS OF CALL</b> a. Date _____ b. Day of Week _____ c. Time _____		
<b>6. CONTEXT OF CONVERSATION</b> a. Recipient " _____ b. Caller " _____ c. Recipient " _____ d. Caller " _____ e. Recipient " _____ f. Caller " _____		
<b>7. BACKGROUND NOISES</b> (Describe street sounds, voices, music, etc. If more space needed, continue on reverse.)		
<b>8. INFORMATION ABOUT CALLER/VOICE CHARACTERISTICS</b> a. Sex _____ b. Age _____ c. Race _____ d. Accent _____ e. Educational Level _____ f. Attitude (Calm, Nervous, Sarcastic) _____ g. Other _____		
<b>9. WERE THERE ANY WITNESSES TO THE CALL?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes (List Name) _____		<b>10. DO YOU HAVE ANY SUSPICION AS TO THE IDENTITY OF THE CALLER?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes (List Name) _____
<b>11. NOTIFICATION OF AUTHORITY</b> ("X" all notified) <input type="checkbox"/> CO <input type="checkbox"/> XO <input type="checkbox"/> (ICJ) <input type="checkbox"/> Security <input type="checkbox"/> NISRA <input type="checkbox"/> Telephone Co. <input type="checkbox"/> EOL <input type="checkbox"/> Fire Dept		

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Enclosure (1)

LETTER AND PACKAGE BOMB RECOGNITION CHECKLIST

1. While by no means complete or foolproof, letters and packages exhibiting the following characteristics should be viewed with extreme caution:

a. Weight:

- (1) Weight unevenly distributed
- (2) Heavier than usual for it size
- (3) Heavier than usual for its postal class

b. Thickness:

- (1) For medium size envelopes, the thickness of a small book
- (2) Not uniform or has bulges
- (3) For large envelopes, is bulky, an inch or more in thickness

c. Address:

- (1) No return address
- (2) Poorly typed or handwritten address
- (3) Title of the recipient incorrect

d. Rigidity: greater than normal, particularly along its center length

e. Stamps: more than enough postage

f. Postmark:

- (1) Foreign
- (2) From an unusual city or town

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g. Writing:

- (1) Foreign writing style
- (2) Misspelled words
- (3) Marked "Personal," "Confidential," "Private," or "Eyes-Only"

h. Envelope/Wrapping:

- (1) Peculiar odor
- (2) Inner sealed envelop
- (3) Excessive sealing material
- (4) Oil stains
- (5) Springiness
- (6) Wires, string, or foil sticking out or attached
- (7) Ink stains

Enclosure (2)